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CONFIDENTIAL

[ROUTING AND	RECOR	D SHEET
SUBJECT: (Optional)	-		
Updating DA Office Org	anization Pro	file	· .
FROM:		EXTENSION	NO.
C/IMSS/OL			
		L	l6 March 1987
TO: (Officer designation, room number, and	DATE	OFFICER'S	COMMENTS (Number each comment to show from whom
building)	RECEIVED FORWARDED	INITIALS	to whom. Draw a line across column after each comment.
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	11/4	11	response to a request from
2. D/L		_	the Chief, DDA Management Staff to the D/L dated
	1713	a	2 March 1987. As requested
3.			in the memo, IMSS prepared
			updates to the diagram, function statement, and
			responsibilities for OL.
4.			These were prepared based on
			inputs from all OLCdivisions and staffs listed in the
5. 04/1M55			responsibilities portion.
ATTN; BOB			As directed by the front
6.			office, the diagram and narratives do not reflect the
			anticipated changes to the
7.			procurement processes.
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FORM 610 USE PREVIOUS EDITIONS

★ U.S. Government Printing Office: 1985-494-834/49156

CONFIDENTIAL

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FORM 610 USE PREVIOUS

☆ U.S. Government Printing Office: 1985—494-834/49156

			<u> </u>	D SHEET
SUBJECT: (Optional)	ico Orroni		D.,	
Updating DA Off	ice Organi	ızatıon	Prorii	Le
FROM: Director of Log	istics/DDA	A	EXTENSION	NO.
•				DATE 16 Mar 97
			· 	DATE 16 Mar 87
TO: (Officer designation, room number,	and D	DATE	OFFICER'S	COMMENTS (Number each comment to show from whom
building)	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.
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FORM 610 USE PREVIOUS

☆ U.S. Government Printing Office: 1985-494-834/4915

17 MAR 1987

	MEMORANDUM FOR	: Chief, DDA Management Staff
· .	FROM:	John M. Ray Director of Logistics
25X1	SUBJECT:	Updating DA Office Organization Profile
	REFERENCE:	Memo from C/DDA Management Staff to D/L dated 2 March 1987
	In respons	se to your attached referenced memo of 2 March, the
	Office of Logi	stics (OL) submits the attached updated diagram,
	function state	ement, and responsibilities for OL. If you have any
25 X 1	questions, ple	ease contact OL Planning Officer on
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25 X 1		
·		John M. Ray
	Attachment	
25 X 1		
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Office of Logistics

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

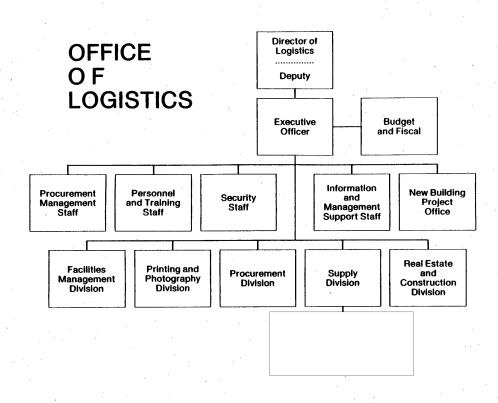
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

25X1

Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.



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Logistics 25X1 gement

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centrofx11 control of ADP applicati25X1and operate a contract information system, perform security inspection of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL25X1

New Building Project Office

Provides centralized management for all construction activities related to the Headquarters Expansion Project, including adjudication of architectural and engineering issues; management of the construction budget and schedule; administration of the support budgets associated with communica 25X1, ADP, and security 25X1, sq. and liaison with Federal, State and local agencies 25X1; ed for the initiatio. 25X1 implementation of all facets of the Headquarters Expansion Project.

Facilities Management Division

Provide engineering, maintenance and administrative support to Agency facilities in the Headquarters area. Functions include monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters Compound; space planning, design and allocation; renovation and relocation services: food services; furniture maintenance; Agency parking program: mail and courier services; motor pool operations; classified waste disposal: and distribution of supplies.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids and administration of an Agency-wide copier management program.

Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.

Supply Division

Provides material support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves

Real Estate and Construction

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal, and security aspects of real property transactions with appropriate Agency components.

•	ROUTING AND	RECOR	SHEET
SUBJECT: (10) polying DA Office Or	ganization Prof	ile	
FROM: DD7/MS 7D18 FQS		extension	DDA 87-0352 DATE 2 March 87
IO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDEĎ	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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MEMORANDUM FOR: DA Office Directors

DDA 87-0352	
2 March 1983	

5 X 1	PROM:	Chief,	Management St	aff		
5 X 1	SUBJECT:	Updatin	g DA Office O	rganization Pr	ofile	
	We are in t	the proces	s of updating	Directorate b	riefing mate	rials and one
	of the items no	eding att	ention is the	individual Of	fice structu	ral diagrams
	and the narrati	ives suppo	rting the out	lined position	s. Attached	is an old copy
	of your Office	structure	for your rev	iew. Please u	odate accord	ingly to
	include: the	overall Of	fice function	category, the	Office diag	ram and the
	individual posi	ition resp	onsibilities.	Pequest that	these updat	es be returned
5 X 1	to the Manageme	ent Staff,	Attention:		by COB 20 M	arch. Your
5 X 1	efforts are app	preciated.				
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	Attachment			* .		
	As stated				•	
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25X1 Updating DA Office Organization Profile SUBJECT: 25X1 da:2March87 ORIG: DDA/MS/ Distribution: D/OC w/att D/OF w/att D/OL w/att D/OIT w/att D/OMS w/att D/OP w/att D/OS w/att D/OTE w/att DDA Registry wo/att

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Office of Logistics

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

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Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

Office Of Logistics Director Deputy Executive Officer Budget and Fiscal Information **New Building** Procurement Personnel Security Staff and Project Office Management Staff and Training Staff Management Sancort Staff Headquarters Operation, Real Estate Printing and Supply Division and Construction Procurement Maintenance and Photography Division Division Engineering Division

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Logistics Management

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Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL) Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and operate a contract information system, perform security inspections of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

New Building Project Office

Provides the conceptual design and planning for consolidating Agency Metropolitan Washington area facilities. Provides centralized management for all aspects of the New Building including development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; an integrated logistics support plan for operation and maintenance, and working hour and parking management strategies necessary to the operation of the expanded Headquarters facility.

Headquarters Operation, Maintenance and Engineering Division

Provide administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation, renovation and relocation services; food services; furniture maintenance: Agency parking program;

and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

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Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.

Supply Division

Provides materiel support to Agency operations, formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectual and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal and security aspects of real property transactions with appropriate Agency components.